Date:

To

[The Recipient Name]  
[Designation]

**Re. Complaining the Shortage of Staff in the Company and Its Impacts on the Current Projects**

Dear Sir,

I am writing this letter to bring your kind attention to the matter of shortage of the staff in the company. The company has fallen short of regular employees whereas the contract of several employees has come to end and there has been no hiring for the temporary or permanent staff. In other words, the company is understaffed, and therefore, it is foreseen that the company is below the required manpower for industrial cosmetics. It can cause a shortfall of production, packaging, technical requisites, and ultimately of sale as well.

At the beginning of the company fiscal year 2021-22, 109 employees were working in different departments including the staff under ST-3. At the end of [MONTH], there have been only 98 employees working regularly. 5 of them have been on study leave and 2 of them have been on sick leave for one week.

We are currently working on the projects L-IOLAC, JENDERZ.COM, SILVY GROUPS, and OPLUS-009. All these projects are either in the final phase and have been just in the middle where they need utmost attention and sheer hard work.

To resolve this, the following solutions can be considered:

* Revamping of Hiring Process
* Boosting job posts on all the social media accounts
* Training the available workforce
* Offering more hours and paying for extra time

These solutions are practical and can be considered for an immediate solution. It is important as many of the current projects are being immensely impacted by the shortage of employees in many aspects, therefore, the quality of work is expected to be compromised. Please look into this solution and respond at your earliest. Thank you.

Best Regards

[Name]